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This price list is extremely TIME SENSITIVE.

ASOs: Please distribute this price list to your divisions/agencies requiring SAF C-03 Requisition and Purchase Order Forms. Purchase orders must be placed with the vendor NO LATER THAN

October 15, 2004.

STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**SPO PRICE LIST NO. 05-08 (All Islands)**

Replaces SPO Price List No. 03-36

**SAF C-03 REQUISITION AND PURCHASE ORDER**

for

**Fiscal Year 2005**

(IFB-05-018-SW)

**STATE'S COMMITMENT.** The following agencies are required to purchase from this price list:

- |                               |              |
|-------------------------------|--------------|
| 1. Executive Branch           | 3. Judiciary |
| 2. Office of Hawaiian Affairs | 4. Senate    |

**EXCEPTION TO THE PRICE LIST.** When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. Executive Branch agencies shall use SPO Form 5 (dated 9/18/96 or later), "Request for Authorization on Purchase Outside of the Price List", for this purpose.

**POINT OF CONTACT.** Questions regarding the products listed herein should be directed to the respective vendor. Procurement questions or complaints maybe directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Donn Tsuruda- Kashiwabara	586-0565	586-0570	<a href="mailto:donna.tsuruda-kashiwabara@hawaii.gov">donna.tsuruda-kashiwabara@hawaii.gov</a>
OHA	Ernest Kimoto	594-1954	594-1865	<a href="mailto:erniek@oha.org">erniek@oha.org</a>
Judiciary	Newton Sakamoto	538-5805	538-5802	<a href="mailto:newton.t.sakamoto@courts.state.hi.us">newton.t.sakamoto@courts.state.hi.us</a>
Senate	Paul T. Kawaguchi	586-6720	586-6719	<a href="mailto:senclk@capitol.hawaii.gov">senclk@capitol.hawaii.gov</a>
	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
	Deborah Aki	586-6765	586-7229	<a href="mailto:wikander@capitol.hawaii.gov">wikander@capitol.hawaii.gov</a>

**PURCHASE ORDERS** must be received by the vendor **NO LATER THAN October 15, 2004.**

<u>VendorAddress</u>	<u>Address</u>	<u>FAX No.</u>	<u>Phone No.</u>
Pacific Business Forms, Ltd.	831-G Pohukaina St. Honolulu, Hawaii 96813	593-9156	597-1717

Agencies are to issue purchase orders for quantities of no less than the amounts submitted on SPO Circular No. C04-8 dated May 28, 2004. Agencies may order increased quantities.

"**SPO Price List No. 05-08**" shall be typed on all purchase orders issued.

**VENDOR CODES** for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the**

**vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

	<u>Single, snap-out type</u>	<u>Continuous Sets**</u>
4 parts	\$107.00/M sets	\$114.00/M sets
5 parts	\$125.00/M sets	\$133.00/M sets
6 parts	\$141.00/M sets	\$158.00/M sets
7 parts	\$158.00/M sets	\$206.00/M sets

"M" = one thousand

"\*\*" = The minimum order for continuous type forms is 1000 sets.

**UNIT PRICES** include handling and delivery to destination (i.e., agencies throughout the State) and all other cost including the State General Excise Tax, currently 4%, **except imprinting and pre-numbering charges**. Agencies requesting imprinting must add **\$80.00** for each set of imprinting. Agencies requesting pre-numbering must add **\$40.00** for each series of pre-numbering. On Attachment 1, agencies shall provide the exact imprinting and pre-numbering information required for each order of SAF C-03 forms.

**DELIVERY** to be completed **by January 31, 2005**, provided all purchase orders are submitted on time.

**PRICE LIST AVAILABLE ON THE INTERNET.** The price list is available at the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

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RUTH E. YAMAGUCHI  
Procurement Officer

Attachment 1: Printing Form  
Attachment 2: Quantity List

1. Do you require imprinting? If so, on the form provided below, please type in the exact imprinting you require. You may request imprinting in any or all of the five (5) numbered areas

STATE OF HAWAII REQUISITION & PURCHASE ORDER				
AREA NO. 1				
AREA NO. 2	AREA NO. 3			
<b>NOTICE TO VENDORS</b> Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.				
The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.				
QUAN.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

**PURCHASE ORDER NO.** \_\_\_\_\_  
 Date \_\_\_\_\_  
 Deliver Before \_\_\_\_\_  
**DELIVERY ADDRESS**

2. Pre-numbering shall be in 8 digits (no alphabets), any of which may be a zero; thus, numbers can range from 00000001 to 99999999. Do you require pre-numbering in either the "PURCHASE ORDER NO." or "REQUISITION NO." block? If so, please type in the beginning and ending numbers in the spaces provided below:

Purchase Order No.

Beginning number \_\_\_\_\_

Ending number \_\_\_\_\_

Requisition No.

Beginning number \_\_\_\_\_

Ending number \_\_\_\_\_

3. Forms shall be delivered to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Invoice shall be mailed to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please duplicate this form if you need to order more than one type of purchase order or if your forms will be printed or pre-numbered in various combinations.

SAF C-03, REQUISITION & PURCHASE ORDERS January 2005 – December 2005								
<u>DIVISION/BRANCH/SECTION/PROGRAM</u>	A: SINGLE, SNAP-OUT TYPE				B: CONTINUOUS TYPE			
	<u>C: 4 PART</u>	<u>D: 5 PART</u>	<u>E: 6 PART</u>	<u>F: 7 PART</u>	<u>C: 4 PART</u>	<u>D: 5 PART</u>	<u>E: 6 PART</u>	<u>F: 7 PART</u>
<b>Department of Acctg &amp; General Services</b>								
Pre Audit		200						
Administrative Services Office		450						
Audit								
Central Services Division								
Campaign Spending Commission		200						
Info. & Communication Services Division							1,500	
ICSD—TeleCommunications								
Iolani Palace Grounds (Archives)								
Division of Public Works								1,000
Personnel		200						
King Kam Celebration Commission		200						
Office of Elections		1,000						
Risk Management								
SPO—Surplus Property								
SPO								
Stadium Authority						2,500		
State Foundation on Culture & the Arts							2,000	
Survey								
Systems Accounting								
Systems & Procedures								
UARB		200						
Automotive Division(*)						2,500		
<u>Claire Nishioka phone 586-06701</u>								
<b>DAGS--CSD--Maui District Office</b>							2,000	
R & M--CSD								

AGENCIES SHALL SUBMIT THEIR PURCHASE ORDERS TO **PACIFIC BUSINESS FORMS** NO LATER THAN OCTOBER 15, 2004.

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DIVISION/BRANCH/SECTION/PROGRAM	A: SINGLE, SNAP-OUT TYPE				B: CONTINUOUS TYPE			
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Custodian--CSD								
Grounds--CSD								
CSD--Sandra Arisumi							2,000	
Public Works								
<u>Donna Baqui, phone 808-877-3305</u>								
<b>DAGS--Kauai District Office</b>							2,000	
CSD								
Public Works								
<u>Tanya T Sakihama phone 808-274-3030</u>								
<b>DAGS--Hawaii District Office</b>								
CSD								
CSD--Custodial								
CSD-- Grounds								
CSD--R & A								
CSD--Student Transportation								
<u>Cyrus Wilson, phone (808) 974-6400</u>								
<b>Department of Agriculture</b>								
For the Island of Oahu								
Administrative/Fiscal								
<u>Theoni Wong, phone 808-973-9484</u>								
<b>Department of the Attorney General</b>								
For the Island of Oahu								
ASO		5,000						
Hawaii Criminal Justice Data Center								
Medicaid		500						

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Crime Prevention and Justice Asst <u>Kap. phone 808-586-1229</u>						1,000		
Child Support Enforcement Agency Gail Nitta, phone 586-1156				1,000				
<b>Department of Budget and Finance</b>								
Hawaii Employer-Union Health Benefits Trust Fund								
<u>Sharon Urada phone 808-586-2117</u>								
Employee Retirement System		1,500						
<u>Mildred Welch phone 808-586-1675</u>								
Administrative & Research Office								
Finance								
Public Defender		1,000						
<u>Clarita Bernabe, phone 586-1822</u>								
<b>Dept of Bus, Econ Dev &amp; Tourism</b>								
ASO		6,000						
Office of Planning								
<u>Lilly C King. phone 808-586-2432</u>								
HTDC		1,000						
HTA								
Gary Ito, phone 832-6036								
<b>Dept of Commerce &amp; Consumer Affairs</b>								
ASO--Fiscal		2,000						
<u>Barbara Harada, phone 808-586- 2834/2835</u>								
PVL						1,000		
BREG						1,000		

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RICO / OCP								
<b>Department of Defense</b>								
Administrative Services				2,000				
<u>Teresa Lee, phone 808-733-4255</u>								
Office of Veteran Services								
Civil Defense								1,500
Youth Challenge Academy				2,000				
<b>Hawaii State Public Library System</b>								
Admin Svcs Branch				5,000				
Edwin Kajiwaru, phone 808-586-3695								
<b>Office of Hawaiian Affairs</b>								
Oahu								
<u>Jennifer Chu, phone 808-594-1991</u>								
<b>Dept of Hawaiian Home Lands</b>								
Fiscal Office								
<u>Del D. Dace, phone 808-586-3808</u>							3,500	
<b>Department of Health</b>								
For the Island of Oahu								
Administrative Services Office								
Executive Office on Aging								
<u>Lynn Okamura, phone 808-586-4573</u>								
<b>Department of Health</b>								
Lanai Community Hospital								
<u>Charita Tolentino phone 808-565-6411</u>								

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<b>Department of Health</b>								
Hawaii Health Systems Corporation								
For the Island of Oahu								
Leahi Hospital				2,500				
Maluhia Hospital			2000					
For the Island of Hawaii								
Kau Hospital								
Hale Hoola Hamakua								
For the Island of Kauai								
For the Island of Maui								
<u>Robin Springer, phone 808-733-4022</u>								
<b>Dept of Human Resources Development</b>								
Oahu								
<u>Joyce Kaneshiro, phone 808-587-1150</u>		1,500						
<b>Department of Human Services</b>								
<b>Oahu</b>								
Fiscal Mgtmnt Office		1,000						
Information Systems Office		1,000						
Administrative Appeals Office		400						
Management Services Office								
Hawaii Youth Correctional Facility		2,000						
Office of Youth Services								
Med Quest								
Benefit Employment & Support Services								
Social Services Division								
Vocational Rehabilitation Division								
Staff Offices								

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SSD/CWSB/LCWSS/LCW2		900						
<b>Hawaii</b>								
Benefit Employment & Support Services								
Social Services Division								
MedQuest								
Vocational Rehabilitation Division								
SSD/CWSB/EHCWSS		1,200						
SSD/CWSB/WHCWS		2,000						
BESSD/NIB/WHs		1,000						
BESSD/NIB/EHS		500						
<b>Maui</b>		400						
Social Services Division								
Vocational Rehabilitation Division								
Benefit Employment & Support Services								
SSC/ACCSB/MAUI		400						
<b>Kauai</b>								
Benefit Employment & Support Services								
Benefit Employment & Support Services								
Social Services Division								
SSD/ACCS/KAUAI		400						
BESSD/NIB//KS/ADMIN		200						
BESSD/NIB/KS/EIM		200						
<b>Molokai</b>								
<u>SSS/CWSB/MS:MOL-LAN</u>								
<b>The Judiciary, Oahu</b>								
Supreme Court Law Library								
Fiscal Office First Circuit Court								
B & F First Circuit Court, Witness/Trans								

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B & F First Circuit Court, Attorney Fees								
First Circuit Court, Adult Probation								
First Circuit Court, Adult Probation								
Hawaii Drug Court Program								
Family Court of the First Circuit								
Family Court of the First Circuit								
Juvenile Detention Facilities								
District Court of the First Circuit								
B & F District Court of the First Circuit								
Witness/Mileage Fees								
B & F Dist Court of the 1st Circ, Attorney Fees								
First Judicial Circuit Driver Education Division			400					
Court Annexed Arbitration Program								
Administrative Director's Office								
Personnel, Workers Compensation								
TISD								
Administration-Fiscal Office								
First Judicial Circuit, Adult Client Services Branch								
First Judicial Circuit, District Court (Blank Pos)			300					
First Judicial Circuit B&F Attorney Fees			2,000					
First Judicial Circuit, District Court B&F, Attorney Fees			200					
First Judicial Circuit, Fiscal Office			2,000					
First Judicial Circuit Family Court Fiscal Office			2,000					

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First Judicial Circuit Family Court Juvenile Detention Facilities			1,000					
First Judicial Circuit District Court B&F Witness/Mileage Fees			100					
First Judicial Circuit Facilities management Branch			500					
<b>The Judiciary, Maui</b>								
Family Court of the Second Circuit								
Circuit Court of the Second Circuit								
B & F--Attorney Fees								
B & F--Witness Fees								
Adult Probation								
District Court of the Second Circuit								
B & F, District Court of the Second Circuit								
Attorney Fees								
Second Judicial Circuit			9,500					
Second Judicial Circuit, B&F—Attorney Fees			3,000					
Second Judicial Circuit, B&F—Witness Fees			1,000					
<b>The Judiciary, Hawaii</b>								
District Court of the Third Circuit								
Adult Probation Division/Drug Court								
Attorney Fees								
Witness Fees and Defendant Escort								
Third Judicial Circuit			12,000					
Third Judicial Circuit Budget and Finance			5,000					

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<b>The Judiciary, Kauai</b>								
B & F, Fifth Circuit Court			500					
Attorney Fees			200					
Other Fees								
Fifth Circuit Court, Adult Probation Div.								
Circuit Court of the Fifth Circuit								
District Court of the Fifth Circuit								
<u>Jonathon Wong, phone 808-538-5805</u>								
Fifth Judicial Circuit			5,000					
Fifth Judicial Circuit Budget and Finance			2,000					
<b>Dept of Labor &amp; Industrial Relations</b>								
ASO--Fiscal/State Funds								
<u>Linda Hayashi, phone 808-586-8889</u>								
ASO--Fiscal/Employment Sercurity								
<u>Faith Sogawa, phone 808-586-8890</u>								
Office of Community Services								
<b>Dept of Land &amp; Natural Resources</b>								
<b>DOCARE/DOFAW -- Kauai</b>								5,000
State Parks								1,000
Aquatics								
<b>DOCARE -- Hawaii</b>								
Forestry & Wildlife								2400
Aquatics								2000
State Parks								1000
<u>Norine Oyasato, phone 808-587-0066</u>								
<b>Dept of Land &amp; Natural Resources</b>								

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<b>Oahu</b>								
DOCARE				17,000				
DOFAW								
DBOR--KEEHI								4,000
Fiscal								
Aquatic Resources								6,000
State Parks								3,000
Forestry - Oahu								
Forestry - Administration								
Administration Services Office								
Hunter Education								
<u>Dennis Takahashi, phone 808-587-0347</u>								
<b>Dept of Land &amp; Natural Resources</b>								
<b>Maui</b>								
DOCARE								
DOFAW								
Aquatics								
Boating								3,000
<u>Dennis Takahashi, phone 808-587-0347</u>								
State Parks								2,000
<b>Legislature</b>								
<b>Oahu--Senate</b>	1,400							
<u>Deborah Aki, phone 808-586-6765</u>								
Legislative Reference Bureau		500						
Rachel Ray, phone 808-587-0666								
<b>Office of the Auditor</b>								
<b>State Ethics Commission</b>								
<u>Donna Higashi, phone 808-587-0460</u>	100							

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Evelyn Kanja, phone 587-0825								
<b>Office of the Governor</b>								
Executive Chambers								
Washington Place								
<u>Daphne Ikeda, phone 808-586-0041</u>								
<b>Office of the Lt Governor</b>								
Administration								
Office of Elections								
Reappointment								
Campaign Spending Commission								
LTG/OIP Joy Fujimoto 6-1413		400						
Commission on the Status of Women								
<b>Department of Public Safety</b>								
<u>Gerri Tavares, phone 808-587-3380</u>								
<b>Oahu</b>								
CPS/Food Service Unit				5,000				
Hawaii Paroling Authority					1,000			
Oahu Intake Service Center								
Executive Protection								
Narcotics Enforcement Division								
Oahu Community Correctional Ctr								
Waiawa Correctional Facility								
Halawa Correctional Facility								1,000
Training and Staff Development								3,200
Fiscal								5,000
Protective Services								
Correctional Industries								
Women's Community Correctional Ctr								2,000

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Sheriff									
Health Care Office									2,400
Crime Victims Comp. Comm.									1,200
<b>Maui</b>									
Maui Intake Service Center									1,200
Maui Community Correctional Ctr									2,800
<b>Kauai</b>									
Kauai Intake Service Center									1,600
Kauai Comm. Corr'l Center									1,200
<b>Hawaii</b>									
Hawaii Intake Service Center									1,600
Hawaii Community Correctional Ctr									
Kaulani Correctional Facility									2,000
<b>Department of Taxation</b>									
Administrative Service Office		900							
<u>Elsie Tanaka, phone 808-587-1502</u>									
<b>Department of Transportation</b>									
<b>Oahu</b>									
DOT--Administration									
OMPO									
<u>Alvin Itaki, BUS-F phone 808-587-1989</u>									
Harbors--Oahu Distr									
Harbors-- Administration									
<u>Ric Ota, HAR--OO, phone 808 587-2042</u>									
Harbors-- Maintenance								4,000	
<u>Florence Ito, phone 808-832-3844</u>									

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Airport/Oahu Distr Office Svcs								
<u>Jing Zhang, AIR-OS, ph 808-836-6503</u>								
Highways--Oahu District				3,000				
<u>Coleen Miyano, HWY-O, ph 808-831-6702</u>			400					
Airports--Contracts								
Airports--Administration								
<u>Richard Silva Jr, AIR-AF, ph 808-838-8636</u>								
Airports--Maintenance								4,000
<u>Anne Hayashi, AIR-OM, ph 808-834-6076</u>								
VIP								
<u>Neal Nagata, 834-6009</u>								
<b>Hawaii</b>								
Harbors--Hawaii District			500					
<u>A Miyamoto, ph 808-933-8850</u>								
Highway--Hawaii District							1,500	
<u>Janice Hiyane, ph 808-933-8866</u>								
Airports—Hilo/Kona Int'l			1,500					
<u>Dauna Torngren, AIR-HL, ph 808-934-5803</u>								
Airports – Kona Int'l								1,000
<b>Maui</b>								
Highways-Maui District								
<u>S Oshiro, ph 808-877-5061</u>								
Airports--Maui District			3,000					
Harbors—Maui District			500					
<u>Kathleen Watanabe ph (808) 873-3353</u>								
<u>W. Kunisaki, AIR-M ph 808-872-3810</u>								

AGENCIES SHALL SUBMIT THEIR PURCHASE ORDERS TO **PACIFIC BUSINESS FORMS** NO LATER THAN OCTOBER 15, 2004.

SAF C-03, REQUISITION & PURCHASE ORDERS January 2005 – December 2005									
<u>DIVISION/BRANCH/SECTION/PROGRAM</u>	A: SINGLE, SNAP-OUT TYPE					B: CONTINUOUS TYPE			
	<u>C: 4 PART</u>	<u>D: 5 PART</u>	<u>E: 6 PART</u>	<u>F: 7 PART</u>		<u>C: 4 PART</u>	<u>D: 5 PART</u>	<u>E: 6 PART</u>	<u>F: 7 PART</u>
<b>Kauai</b>									
Harbors--Kauai District									
<u>Carolyn Kouchi, ph 808-245-6996</u>									
Airports--Kauai District				2,000					
<u>Ann Ramos, AIR-K, ph 808-246-1403</u>									
Highways—Kauai								5,000	

AGENCIES SHALL SUBMIT THEIR PURCHASE ORDERS TO **PACIFIC BUSINESS FORMS** NO LATER THAN OCTOBER 15, 2004.